



**North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities and Substance Abuse  
Services**

**Information Technology Services Section - Data Support Branch**

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Richard J. Visingardi, Ph.D, Director

April 24, 2003

**MEMORANDUM**

TO: Area Directors

FROM: Richard J. Visingardi, Ph.D., Director

RE: Change In the CDW Reporting Requirements

As many of you are aware the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services continues to be committed to eliminating unnecessary data reporting requirements and data redundancy. This memo announces the second in a series of anticipated changes to reporting requirements for the Division's Client Data Warehouse (CDW). The first change was announced in November, 2002 and entailed the elimination of the requirement of reporting the disability detail record as well as some changes to the demographic record. In continuing to review the data elements associated with the Level of Eligibility record the Division has determined that the CDW reporting requirement listed below can be eliminated beginning with your Area Program's July 2003 data (due by August 15, 2003). It has been determined that the data that can be found in the 834 Eligibility File will provide a more current description of the population groups of our clients.

The elimination/change in reporting requirements is as follows:

**The Special Population Record is no longer required. The record types labeled in the CDW Technical Reporting Requirements as record types (15, 35, and 85) are the record types affected by this change. If you choose to continue to submit these record types the current processing rules will remain in effect.**

Also included in this mailing are the new Technical Specifications for the CDW. Please refer to page 16 for the change outlined in this memo. The newest copy of the Technical Specification is now labeled April 2003, Version 1.6. The latest version of the Technical Specifications document will also be posted on the Division's website. Should you have questions please feel free to contact Deborah Merrill at [Deborah.Merrill@ncmail.net](mailto:Deborah.Merrill@ncmail.net)

Ddm

cc: Carmen Hooker Odom, Secretary  
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